

QUICK REFERENCE DIRECTORY

Badge Office (N. Guard Gate)	845-6345
Base Vehicle Decal Office (Building 390 – East, Middle)	845-4582
Conference Room Equipment Support	845-4097
Credit Union (Building 392 East)	845-6939
Energy Training Center (ETC)	845-5402
Fitness Center	845-6977
Government Vehicle Dispatch (Building 390 – East, Middle)	845-4582
Health Unit (Building 383 1 st North)	845-6726
Helpline (Computer & Telephone Support)	845-HELP
Inclement Weather	845-COLD
Janitorial Service (Pager)	540-1420
KAFB Locator	846-0011
Maintenance (Chugach)	845-6916
Mail Room (Building 390 North)	845-6919
Travel Arrangements (Building 392 Middle)	845-6662
Snack Bar	845-6326
XVMX (Voice Mail)	845-5008

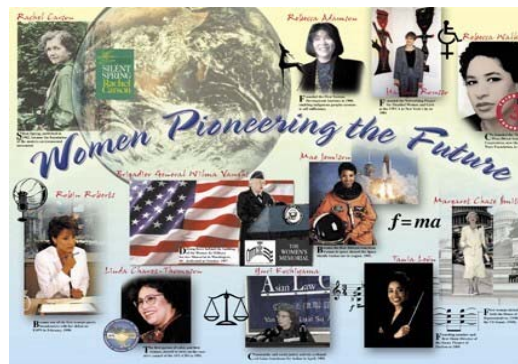


Federal Women's Program Council Members

Program Manager.....Shirley Peterson
Alternate Program Manager.....June Storey
Diversity Champion.....Don Garcia
EEO Representative.....Patty Padilla

Members

Yolanda Bolivar	845-5117
David Chaney	845-4300
Gloria Chavez	845-4081
Donna Coucke	845-4932
Brenda Crain	845-6693
Elaine Duran	845-4649
Don Garcia	845-5878
Patty Padilla	845-4976
Krystal Hughes	845-5087
Michele Mancuso-Nelson	845-4211
Mike Meyer	845-5448
Shirley Peterson	845-6393
Arminda Roberts	845-6253
June Storey	845-4677
Denise Trujillo	845-4014



National Nuclear Security Administration Service Center

Federal Women's Program

FEDERAL WOMEN'S PROGRAM MANAGER, Shirley Peterson:

Welcome to the NNSA Service Center!

The National Nuclear Security Administration (NNSA) is striving to be the *"Employer of Choice"* and our motto is "One Mission, One Team." We are happy that you have chosen the National Nuclear Security Administration Service Center (NNSA/SC) as your place of employment.

There are eight Special Emphasis Programs (SEP's) here at the NNSA/SC. These SEP's were established to assure that equal opportunity is present in all aspects of employment and that affirmative action is being taken to address under representation.

The Federal Women's Program is one of the SEP's. As Manager of the Federal Women's Program, it is my desire that we be a strong catalyst in the advancement of all women of the NNSA/SC.

Please take this opportunity to learn more about the Federal Women's Program, and how you can become a member. Our membership is very diverse and is extended to all men and women, federal and contractor employees.

If you should have any questions or need further information, don't hesitate to call any of our membership. The names and numbers are listed on the back of this brochure.

Our meetings are held on the first Wednesday of each month, 1:30 – 2:30 pm, Building 383, first floor north end, Conference Room #316.

OUR GOALS AND OBJECTIVES

FOCUS AREA I: Advancement & Recruitment

GOAL: Advancement of women at all levels of the NNSA/SC and tenants located in the Albuquerque area.

OBJECTIVE: Develop and implement an internal succession employment plan in order to expand the pool of qualified women to fill future vacancies; thereby maintaining the corporate knowledge of the NNSA.

STRATEGIES:

- Team with the NNSA/SC Training and Development Department and the Human Resources Department to develop a succession employment plan that can be implemented within NNSA as appropriate.
- Investigate alternate developmental tools and programs that can be used to foster the advancement of women in the work place.
- Partner with SEP Managers at the Site Offices to promote the concept of the succession plan to the Site Office managers and supervisors.
- Meet with NNSA/SC and NNSA Site Managers to identify and target specific positions as developmental.

RESULTS: Implementation of an active and effective succession employment plan at the NNSA, as appropriate, to include, but not limited to, technical positions.

FOCUS AREA II: Marketing

GOAL: Increase the awareness of the Federal Women's Program objectives.

OBJECTIVE: The Federal Women's Program is recognized as an advocate of women's opportunities.

STRATEGIES:

- Plan and execute a Women's History Month Celebration, to include the submission of two women's interest articles to the Diversity Office in NNSA Headquarters.
- Coordinate a clothing drive for women in the community that are transitioning into the workforce.
- Continue partnership with a Girl Scout Troop to sponsor the donation of toiletries.
- Submit updates for the refresh of the NNSA/SC Federal Women's Program Web Site to the NNSA/SC Equal Employment Opportunity/Diversity Office.
- Participate in Holiday Food Drive in partnership with the NNSA/SC SEP's.
- Interface with professional women's organizations as a developmental and networking tool.
- Coordinate a visit with the new employees to welcome, inform and invite them to a meeting and/or to join the Federal Women's Program.

RESULTS: The Federal Women's Program marketing and community outreach success is measured by the effectiveness of the advocacy of women.